

is Notice expires 1 January 1960

DRAFT

25X1

NOTICE

PERSONNEL
2 June 1959

HOURS OF WORK

OVERTIME COMPENSATION POLICIES

1. GENERAL

- a. For the purpose of establishing an hours-of-duty and overtime compensation system the Agency differentiates between:
- (1) Services which are accurately measurable for compensation purposes by the classification of the position and the number of hours of duty the employee is directed to serve. Services of this general type embrace most positions of grade GS-10 and below.
 - (2) Services which, although generally measurable for compensation purposes by the classification of the position, are not measurable in terms of productivity or value by the number of official duty hours worked.
Services of this type embrace most positions of grade GS-11 and above.
- b. Positions of grade GS-11 and above warrant special policy consideration with respect to hours of duty and overtime compensation for one or more of the following reasons:
- (1) They predominantly require the exercise of executive and professional skills and attributes such as creativeness, leadership, initiative, and judgement, which cannot be evaluated accurately on the basis of the number of hours of work performed.
 - (2) Individuals performing executive and professional duties have such great variations in their aptitudes and related work habits that they should not be circumscribed in the performance of their duties by prescribed maximum work hours.

NOTICE

PERSONNEL
2 June 1959

(3) Many professional positions require duty at ~~multiple duty points~~
several places and at irregular times of day and involve duties of such
a nature that the need for and the duration of the duty periods ~~is~~
~~significantly determinable~~ can be determined only by the individual.

c. The specific overtime compensation policies ~~contained herein~~ in this notice
are designed to ~~give recognition to~~ recognize the general concepts set
forth above and at the same time to accommodate situations to which the
general policies cannot be applied with equity. ~~Consequently the policies~~
~~set forth below supersede those set forth in~~ insofar as any 25X1
~~conflict exists between the two.~~ This Notice augments in that it 25X1
prescribes specific by additional and specific rules governing the
administration of overtime compensation.

d. This notice will be effective with the pay period beginning July 12, 1959.

2. OVERTIME COMPENSATION POLICIES

- a. Directed overtime duty for which compensation or compensatory time off will
be granted shall be kept to the absolute minimum consistent with the timely
accomplishment of essential functions.
- b. Persons in grades GS-10 and below may be directed by appropriate supervisory
authority to work overtime, and will receive compensation or compensatory
time off in lieu thereof.

~~(1) Excepted from the above are persons formally designated by operating~~
~~officials, with the concurrence of the Director of Personnel, as~~
~~suitable for executive or professional positions of grade GS-11 and/~~

STATINTL

Approved For Release 2003/01/27 : CIA-RDP80-01826R000800090033-3

Approved For Release 2003/01/27 : CIA-RDP80-01826R000800090033-3

NOTICE

PERSONNEL
2 June 1959

- (3) When employees in grades GS-11 and above are ordered to perform duties on each of the seven days of their workweek the number of hours worked on Saturday and Sunday, or such other days designated as the sixth and seventh days of the workweek, which cause the total work hours of the week to exceed 40 hours, will be reported in the usual manner on the T&A record form as overtime work, except as provided in paragraph (5) below.
- (4) ~~In the event~~ IF discretionary hours of work have been performed by an employee in grades GS-11 or above, ~~which cause~~ causing the total hours of the workweek to exceed 48 hours under the circumstances set forth in paragraph 2c(3) above, the supervisor will review the work program and the work performance of the employee and ~~make a determination~~ determine whether any or all of the hours of work performed in excess of 48 constitute, after the fact, directed overtime, and warrant additional compensation or the granting of compensatory time off. ~~As constituting,~~ after the fact, directed overtime. The overtime work performed and approved for payment or credit as compensatory time off shall be reported in the usual manner except as provided in paragraph (5) below.
- (5) Pending the revision of the several T&A forms ~~the reporting of this~~ overtime work shall be ~~made~~ reported as follows:

(a) Form 20, T&A Report Form

All hours of overtime as reported by an employee shall be shown in the column designated for overtime (O/T) for each day; however, at the bottom of this column there shall be shown on the "Adjusted Totals" line the number of hours of overtime authorized for payment.

NOTICE

PERSONNEL
2 June 1959

The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the "Adjusted Totals" line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be omitted from the "Adjusted Totals" line. If no payment for overtime or credit as compensatory time off is authorized for hours shown in the O/T and C/T columns on the "Pay period totals" line, a zero (0) shall be shown in both the O/T and C/T columns on the adjusted totals line.

(b) Form 20a, Confidential Funds Department T&A Report

All hours of overtime as reported by an employee shall be shown in the column designated for overtime (O/T) for each day; however, at the bottom of this column there shall be shown on the "Per Totals" line the number of hours of overtime authorized for payment. The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the "Per totals" line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be omitted from the "Per Totals" line. If no payment for overtime or credit as compensatory time off is authorized for hours shown in the O/T and C/T columns on the "sub totals" lines a zero (0) shall be shown in both the O/T and C/T columns on the "Per Totals" line.

(c) Form 1027, T&A Report and Payroll Change Slip

All hours of overtime as reported by an employee shall be shown

~~SECRET~~

DRAFT

Approved For Release 2003/01/27 : CIA-RDP80-01826R000800090033-3

25X1

NOTICE

PERSONNEL
2 June 1959

25X1

in the column designated for overtime (O/T) for each day; however at the bottom of this column on the line intended for totals of biweekly period there shall be interlined the total overtime reported and below this there shall be shown opposite a caption "Adjusted Totals" to be inserted in the "Remarks" column the number of hours of overtime authorized for payment. The number of hours of overtime performed which are authorized to be credited as compensatory time shall be shown on the same line under the C/T column. Any hours of discretionary overtime worked for which neither payment nor compensatory time off will be granted shall be omitted from the "Adjusted Totals" line. If no payment for overtime or credit as compensatory time off is authorized for hours shown in the O/T and C/T columns on the line "Overtime Reported", a zero (0) shall be shown in both the O/T and C/T columns on the line captioned "Adjusted Totals".

(6) ALL TIME AND ATTENDANCE REPORTS CONTAINING OVERTIME WORK FOR WHICH COMPENSATION IS AUTHORIZED TO BE PAID OR COMPENSATORY TIME CREDITED SHALL BE SIGNED TO INDICATE APPROVAL BY THE SUPERVISOR AUTHORIZED TO APPROVE HOURS OF OVERTIME.

- c. Quarterly reports of all overtime paid or compensatory time credited will be rendered by the Comptroller for review by the Deputy Director concerned ~~and~~ ~~the Career Council~~ and Heads of Career Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. White

Deputy Director
(Support)

Approved For Release 2003/01/27 : CIA-RDP80-01826R000800090033-3
DISTRIBUTION: AB

~~SECRET~~